



Rio Arriba County Detention Center

(RACDC) POLICY 005: BUDGET

The administrator of the detention facility shall present a budget request to the Rio Arriba County Board of Commissioners. The budget will request all funds necessary to operate the Rio Arriba County Detention facility in compliance with:

- a. State and Federal laws
- b. State and federal detention standards
- c. Court rulings

Procedures:

1. The administrator of the detention center shall prepare and present a budget to the Rio Arriba County Board of Commissioners by May 15 of each year.
2. The budget request shall be prepared in compliance with the policies, procedures, and instructions set forth by the Rio Arriba County Board of Commissioners and the requirements of the state of New Mexico.
3. The administrator of the detention facility shall plan and project the budget for the coming year based on information provided through the county fiscal management system and the identified needs of the detention facility.
4. The administrator of the detention facility shall participate in the budget review conducted by the County Board of Commissioners to explain budget requests.

Budget revision:

1. Because a budget is only a guideline for anticipated expenditures and revenues, the administrator shall review financial reports submitted by the County Manager's Office to determine if there is a need to revise the budget.
2. The administrator shall submit all budget requests to the County Board of Commissioners for review and approval.
3. The administrator of the detention center shall participate in the review of the detention facility's budget revisions by the Board of County Commissioners to explain the budget revisions.